



EXECUTIVE OFFICE OF THE PRESIDENT

75-2692

OFFICE OF MANAGEMENT AND BUDGET

Approved For Release 2004/05/05 : CIA-RDP80M01133A000600100003-9

WASHINGTON, D.C. 20503

June 6, 1975

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Briefing Program for New Policy Executives

A new program that will more fully and effectively orient new policy executives in the Federal Government has recently been launched by the White House, the Office of Management and Budget and the U.S. Civil Service Commission. The idea for such orientation is a long-standing one. However, this represents the first time that a comprehensive program will be implemented.

Basically, the program seeks to achieve the following three objectives:

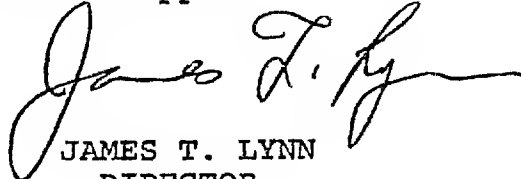
- to inform new executives about current Presidential policies and programs;
- to sensitize new executives to the dynamics of Federal policies and processes; to the external environment in which they must operate, and to the role and responsibilities of policy executives;
- to familiarize new policy executives with key administrative processes, laws and regulations.

The program involves three sequential elements. First, reading materials will be sent to persons selected for policy-level positions. Then, during the first three weeks on the job, the new appointee will have an opportunity to attend a discussion session with a small group of other new appointees and several key resource persons. These sessions will provide a forum in which the new appointees can place the reading materials in perspective, share common experiences and concerns, and seek advice on how to maximize their personal effectiveness. Finally, whenever there are enough new appointees to make it feasible (probably quarterly), a two-day briefing will be held to discuss Presidential policies, programs and issues; managing in government; and the role of a political executive.

New policy executives are being designated by the President to participate in this training. Costs for the program will be shared by participating agencies on a pro-rata basis as authorized by the Government Employees Training Act.

In addition to this centralized program, the Civil Service Commission will be working with departments and agencies to help relate their internal briefing programs to this government-wide program.

I view this program as a key element in our total effort to improve the management and effectiveness of the Federal Government. The success of the orientation depends on the full participation of new policy executives and the cooperation of key officials in serving as resource persons and speakers. I urge your personal support.


JAMES T. LYNN
DIRECTOR

ER

JUN 12 1 38 PM '75